



SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY

Web Address: <https://prod.nhipps.dhhs.nv.gov/nhipps/frontpage.asp>

Prevention Update

SESSION ACTIVITY DETAIL RECORDS

As we near the end of the 2009 Grant year, Coalitions need to check sub-recipient Session Activity Detail (SAD) records for accuracy. This can be done by opening each sub-recipient grant and comparing the Scope of Work (bottom of grant page) to the SAD records (from the grant page, click on the 'Session Activity Detail' button on the black tool bar). If there are missing SAD records, please have your sub-recipients enter them. It is very important that the records be accurate as the data will be used for end of year block grant reporting. If any coalition or sub-recipient staff are having

difficulty with SAD records, please contact your analyst. SAPTA staff are available to provide training.

SCOPE OF WORK CHANGES

Look for upcoming changes in the sub-recipient SOW procedure. The SOW form consists of 2 pages. Sub-recipients will be required to *provide a separate SOW form for each program*. A *single* program

and location will be listed and defined on the first page, along with a projected number of participants and other program details. The second page will consist of the demographic breakdown for that program/location *only*. Previously most sub-recipients provided a sum of the demographic breakdown for all programs for the grant period. More information will be provided in the upcoming RFAs.

Treatment Reminders

CO-OCCURRING GRANTS

Please remember, if you are receiving funding for both grant types (treatment and co-occurring) your co-occurring clients should be admitted under your co-occurring grant. If you have a situation where a client was admitted before the co-occurring diagnosis was established, that client should be

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Axiom Project

SAPTA has approved the content for the four training modules, called storyboards, and training media for treatment providers is currently being developed. Programming should take about 30 to 45 days at which time the product will be tested by SAPTA and selected provider staff prior to release of the final product. If you would like to assist with the testing of this media, please contact Margaret Dillon at 684-4190.

Questions or Comments?
Please email us at llewis@sapta.nv.gov, or call 775-684-4190.

Help Desk

SECURITY ADMINISTRATION

If you are having trouble logging in to NHIPPS, please contact your agency security administrator first. If you don't know who that is, call for NHIPPS support at SAPTA and we will let you know who to contact in your agency for help (775-684-4190). *If you are a prevention coalition* you will not be able to re-set a password for your sub-recipients' staff unless you have a separate user ID and password for your sub-recipient business entities.

Security Administrator ID's must be set up for each sub-recipient business entity. The coalition decides whether or not they need to assume this responsibility for their sub-recipient. Remember, the coalition does NOT need to assume this role for a sub-recipient in order to see the sub-recipient's grant, fiscal, and session activity detail screens. When

the sub-recipient grants are initially loaded into NHIPPS, they are linked to the appropriate coalition, so they appear in the sub-recipient AND coalition business entities. The coalition can view, edit, and submit reports for a sub-recipient from the coalition business entity. The coalition only needs to access their sub-recipient's business entity if they are assuming the role of security administrator for that particular sub-recipient.



WEB ADDRESS

All NHIPPS users should use the URL <https://prod.nhipps.dhhs.nv.gov/nhipps/frontpage.asp> to access the system. We often receive calls from users receiving 'certificate error' messages when attempting to log on. If you are still using the old IP address <https://167.154.9.44/nhipps/frontpage.asp> to log on, please delete it from your favorites, use the above URL to get to the NHIPPS log in page, refresh your browser, and save the URL to your favorites.

SAPTA CONTACTS

Carson City—775-684-4190
Las Vegas—702-486-8250

Treatment Reminders

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transferred to the proper grant once a co-occurring diagnosis is established. To do this, follow the procedure for an intra-agency transfer.

ADMISSION/DISCHARGE RECORDS

Just a reminder to all system users

who create admission and discharge records – SAPTA regularly transmits those records to our federal vendor for NOMS reporting so it is critical that you **DO NOT** delete an admission or discharge record without prior authorization from SAPTA!

TREATMENT PROVIDER TRAINING DATES

May 20th & 21st—Carson City

June 10th & 11th—Las Vegas

For more information, and to sign up for training, please contact Darla Beers at 775-684-4190